



ICT Services

QCDA Optional SATS Year 4

Data Entry and Returns

Non Statutory

Quick Check Sheet

This check list is for users familiar with the Data Entry process

- Ensure SIM's .net version is at 7.128 – Spring Main Release
- Import QCDA templates into Sims

Routines | Data In | Assessment | Import navigate to file located in **C:** \ Program Files \ SIMS \ Sims.net \ AMPA \ England Primary (and Middle Deemed Primary) \ Assessment Manager \ QCDA Test Templates KS2 2010.xml

(NB: It is possible to import templates which will calculate age standardised scores for reading and writing. Go to ICT Services website www.nottinghamshire.embc.org.uk/assessment and download the QCDA Age Standardised Score template.

Go to Routines | **Data in | Assessment | Import**, then navigate to **I:/edit/templates/2010** select "QCDA Age Standardised Score Template". An Activity Log should appear confirming that the template has imported successfully. Then create your marksheet.

- Create a Marksheet for Year 4, **Focus | Assessment | Template**, tab 3, marksheets. The template is called **QCDA Y04 Optional Tests Data Entry**.

(NB: There is also another template called QCDA Y4 Optional Tests Data Review, which can be used to view the data entered. Repeat the above process for the Age Standardised Score template if required.)

- Input data **Focus | Assessment | Marksheet Entry** to enter results into the marksheet(s)
- Calculate the Age Standardised Scores using previously downloaded template.

(NB: if you use the Age Standardised Score Template, the columns for reading and maths will be calculated for you and automatically appear in the QCDA Y04 Optional Test Data Entry marksheet. It is important that you use the date of the assessment in the Result Date.)



Export results.

Routines | Data Out | Assessment | Export - Export results

- Navigate to folder I:\Ass Man 7 Export Files 2010.
- **Name the file: 891ssss_891LLLL_qcaY42010.xml** (where ssss = your school DCSF number)
- Select **Export using Custom Filter**
- Click **Next** through the Students screen and at the **Aspects to be Exported** screen, use the browser to select **all** Year 4 QCDA aspects
- Skip the Result Set selector screen
- Check the final Date Range screen should display the current academic year
- Click **Finish** and **Yes**
- A message will confirm that the file has been successfully created.



Copy file to ERICA. (See Assessment Data Collection Grid : Summer 2010)
The deadline for the return is **17th June 2010**.



Further information:

For Year 3 and Year 4 only 1 Maths result should be recorded. Either Maths Test A or Maths Test B depending on the ability of the pupil, and those not achieving the threshold (below 2a), should be recorded as N.

For Year 5 results, both Maths Test A and B should be recorded.



Optional – Tidy up marksheets by deleting old ones from previous years.



Run individual reports download from
www.nottinghamshire.embc.org.uk/assessment

AM7 Pupil Reports 2009-2010.xml

AM7 Pupil Reports 2009-2010 Attendance.xml